



Association  
Management  
Services NW  
*A Division of TMG*



## 2019 BOARD MEMBER EDUCATION CALENDAR

Serving as an HOA Board of Director isn't always easy. Navigating the statutes, processes, procedures and best business practices can be tricky. Professional management with AMS, as well as the advice of an attorney is crucial.

At AMS, we are dedicated to helping our Board Members succeed. One of the ways we do that is with our Board Member Education Series. These classes offer valuable information from attorneys, insurance agents, and experienced AMS personnel. Classes are held monthly in Oregon and Washington. Have a suggestion for a Board Member Education topic? Please let us know.

Classes are at **6:00 pm**, approximately 90 minutes long, and are free of charge. Space is limited, so register early. Classes, dates and speakers are subject to change. **Class registration will be done online, via a monthly email. To register for a class, please click on the red registration button in the email.**

OR	WA	CLASS DESCRIPTION
JAN	—	NO CLASS.
FEB 6	FEB 13	<b>RESERVE STUDIES:</b> This is a great class for those wanting to take it to the next level. The trainer will provide a guide to understanding your homeowners association and how to implement new rules or regulations. Bring your questions!
MAR 7	MAR 14	<b>WHAT YOUR BOARD SHOULD KNOW ABOUT COLLECTIONS:</b> Assessments are the lifeblood of an Association to fund current operations and provide reserves for future maintenance and repair work. Learn about the various tools the Board has to address collections, the collections cycle, and some pitfalls and opportunities. Covers Collection Resolutions, actions to collect, liens, and effects of bankruptcy.
APR 11	APR 18	<b>PORTLAND - CONSTRUCTION DEFECT:</b> Learn about construction defect from JR Johnson at this class.
MAY 9	MAY 16	<b>VANCOUVER - MOLD &amp; LEAKS:</b> Gain knowledge about organic growth and leaks at home during this presentation. <b>CONTRACTOR SELECTION:</b> Is your home needing repairs or upgrades? Be prepared to ask the correct questions when the time comes. In this class, we will teach you how to get the most for your money when choosing a contractor for any repair needs.
JUN 13	JUN 20	<b>YOUR HOA FINANCIALS:</b> Your financials can be an important planning tool for the Board. Learn what reports are available and how to use them for short and long term planning and budgeting.
JUL 11	JUL 18	<b>CLAIMS - INSURANCE 101 - OPEN FORUM:</b> What are the important steps to take the day after a fire, flood or major water event? Insurance 101 for HOAs will walk you through how to make a claim and follow it through to the end.
AUG 8	AUG 15	<b>ROBERT'S RULES MADE EASY:</b> Robert's Rules are easy and can be adapted to suit the needs of a small meeting or a large assembly. Parliamentary procedure can be as casual or as formal as needed for an effective meeting.
SEP 12	SEP 19	<b>BULLYING:</b> Do you have someone negatively impacting your HOA? This class will provide a step-by-step process when dealing with people who menace within your association.
OCT 10	OCT 17	<b>OPEN LAW FORUM:</b>
NOV & DEC	—	NO CLASS.

### ADDITIONAL TRAINING

Each Community is unique. Your Community Manager and the AMS team is available to assist individual boards on a one-to-one basis on the unique issues that face you and your community. Please call for an appointment. Sample training topics include:

**WEBSITE TRAINING**—post articles, notices, send e-Blasts, update the community calendar and more.

**COMMUNITY FINANCIALS**—Understand financial reports, how and what to review each month.

**SPECIAL ASSESSMENT**—How to implement a special assessment.

**SPECIAL PROJECTS**—Meet with the AMS team to strategize and plan special projects such as Capital Improvements, Construction Defect, and PEX Plumbing Replacements.

For information, contact:

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